Subject: ANS Employment

Writer: Noe

Rapalje, Louise, Miss

[ANS Employee

106 Morningside Dr.]

1918

March 19th, 1918.

Miss Louise Rapalje,
106 Morningside Drive,
New York.

Dear Miss Rapalje:-

Referring to our conversation of last Saturday we shall be very glad to have you report for work on Monday, March 25th, at nine o'clock, under the conditions discussed with me during your visit of last Saturday. This arrangment will be for part time work, four hours daily with the salary of nine dollars per week. Unless the day light saving scheme makes it possible to work five hours daily, or the work demands full time, in which event the remuneration will be proportionately increased. I shall be very glad to have you call on me again between now and Monday should there be any questions which you desire to have cleared up.

Yours very truly,

Secretary.

December 12th, 1918.

United States Employment Service,
18 East 42nd Street,
New York.

Dear Sirs:-

Referring to your request for a reference regarding Miss Louise Rapalje's work here, may I say that her services were much more valuable than the checking of your questionnaire would seem to indicate. We found Miss Rapalje a very careful and conscientious worker, qualities which quite make up for the lack of speed which you place foremost. The work she did for us was of a very exacting nature and she met admirably all of its requirements. Since leaving us I am informed that Miss Rapalje has been taking statistical work at Columbia University. Any one who has need of a Secretary possessing the qualifications of Miss Rapalje will, I feel confident, have cause to congratulate themselves if they secure her services.

Very truly yours,

Secretary.